
KENTUCKY CORRECTIONS POLICIES AND PROCEDURES

August 2012

Chapter 0 INTRODUCTION

#	Title	Date	Pages
0.1	Corrections Policies and Procedures Manual	3/4/08	3

Chapter 1 ADMINISTRATION, ORGANIZATION AND MANAGEMENT

#	Title	Date	Pages
1.1	Legal Assistance for Corrections Staff	8/31/12	3
1.2*	News Media	2/5/10	5
1 Att.			1
1.3	Corrections Publications	9/20/05	1
1.4*	The Monitoring and Operation of Private Prisons	9/5/08	2
1.5	Deleted =====	9/20/05	
1.6	Deleted =====	9/16/99	
1.7	Cooperation with Community Agencies and Educational Institutions	8/31/12	3
1.8	Reports on Institutional Operations	3/23/06	2
1.9	Institutional Duty Officer	5/9/08	3
1.10	Annual Planning Document for Adult Institutions	9/20/05	2
1.11	Population Counts and Reporting Procedures	6/2/06	4
1.12	Operation of Motor Vehicles by Department of Corrections Employees	6/2/06	3

Chapter 2 FISCAL MANAGEMENT

#	Title	Date	Pages
2.1*	Inmate Canteen	6/2/06	2
2.2*	Warden's Fund	2/3/06	1
2.3	Emergency Purchases	5/7/06	2
2.4	Space Management Program	5/7/06	2
2.5	Budget Administration	5/7/06	3
2.6	Budget Revisions	5/7/06	4
2.7	Controlling Cash Items	10/15/10	3
2.8	Inventory Control of Non-Expendable Personal Property	5/7/06	6
2.9	Employee Travel	8/6/12	2
2.10	Surplus Property	6/2/06	2
1 Att.			1
2.12	Abandoned Inmate Funds	8/6/12	2

* denotes LRC policies

Chapter 3 PERSONNEL

#	Title	Date	Pages
3.1* 1 Att.	Code of Ethics	8/31/07	4 1
3.2	Emergency Conditions and Inclement Weather	3/23/06	2
3.3* 1 Att.	Holding of Second Jobs by Corrections' Employees	8/31/07	2 1
3.4 1 Att.	Equal Employment Opportunity Complaint Procedure	3/4/08	3 1
3.5*	Sexual Harassment and Anti-Harassment	9/5/08	4
3.6 3 Atts.	Background Investigation and the Employment of Ex-Offenders	3/4/08	2 4
3.7	Shift, Post and Days Off Assignment	8/31/12	2
3.8	Replacement of Damaged or Destroyed Personal Property	9/20/05	3
3.9	Student Intern Placement and Procedure	1/3/11	3
3.10*	Appearance and Dress for Non-Uniformed Staff	1/3/11	3
3.11*	Drug Free Workplace - Employee Drug Testing	1/3/11	10
3.12	Institutional Staff Housing	10/15/10	3
3.13	Establishment of Warden as Chief Executive Officer	8/6/12	2
3.14	Employee Time and Attendance Requirements	1/3/11	6
3.15	Deleted =====	9/20/05	
3.16	Employee Health Issues	5/26/05	5
3.17*	Uniformed Employee Dress Code	6/2/06	6
3.18	Employee Insurance Coverage	3/4/08	2
3.19	Reasonable Accommodation	9/20/05	3
3.20*	Communication and Recording Devices	9/11/09	1
3.22	Staff Sexual Misconduct	9/20/05	5
3.23	Internal Affairs Investigations	9/11/09	5

Chapter 4 TRAINING AND STAFF DEVELOPMENT

#	Title	Date	Pages
4.1 2 Att.	Attendance at Professional Meetings	3/23/06	2 2
4.2 1 Att.	Staff Training and Development	3/23/06	8 1
4.3	Firearms and Chemical Agents Training	8/1/07	4
4.4	Educational Assistance Program	9/11/09	7
4.5	Deleted =====		
4.6	Operation and Safety of Corrections Firing Ranges	3/23/06	5

Chapter 5 MANAGEMENT INFORMATION AND RESEARCH

#	Title	Date	Pages
5.1* 2 Atts.	Research and Survey Projects	9/5/08	6 2
5.2 1 Att.	Management Information Systems	9/20/05	4 1
5.3	Programs Evaluation and Measurement	8/6/12	3

Chapter 6 RECORDS

#	Title	Date	Pages
6.1* 1 Att.	Open Records Law	8/31/07	5 3
6.2	Deleted =====		
6.3	Deleted =====		
6.4	Deleted =====		
6.5	E-Mail and Internet Use	3/4/08	4
6.6	Confidentiality of Information by Consultants, Contract Personnel and Volunteers	3/23/06	2

Chapter 7 PHYSICAL PLANT

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7.1	Deleted =====	6/08/01	
7.2 1 Att.	Asbestos Abatement	3/4/08	2 2
7.3 5 Atts.	Hazardous Waste Management	5/7/06	18 15

Chapter 8 SAFETY AND EMERGENCY PROCEDURES

#	Title	Date	Pages
8.1	Occupational Exposure to Bloodborne Pathogens	3/23/06	2
8.2*	Fire Safety	6/2/06	6
8.3	Critical Incident Planning SECURED POLICY	9/11/09	10
8.4	Deleted =====		
8.5	Corrections Emergency Response Team SECURED POLICY	7/7/08	5
8.6	Extraordinary Occurrence Report	5/9/08	3
8.7*	Notification of Extraordinary Occurrence	2/3/06	3

Chapter 9 SECURITY AND CONTROL

#	Title	Date	Pages
9.1	Use of Force and Mechanical Restraints SECURED POLICY	10/7/05	15
9.2 1 Att.	Institutional Administrative Security and Program Reviews	3/23/06	2 1
9.3	Security Threat Groups SECURED POLICY	9/11/09	6

#	Title	Date	Pages
9.4*	Transportation of Inmates to Funerals or Bedside Visits	1/4/05	4
9.5*	Execution	9/20/05	2
9.6*	Contraband	8/6/12	2
9.7	Storage, Issue, and Use of Weapons, Including Chemical Agents SECURED POLICY	2/5/10	9
9.8* 3 Atts.*	Search Policy	3/9/07	8 3
9.9	Transportation of Inmates SECURED POLICY	4/22/05	11
9.10	Security Inspections SECURED POLICY	4/22/05	4
9.11	Tool Control SECURED POLICY	3/31/06	7
9.12	Allowable Property and Staff Entry to Correctional Institutions	10/15/10	3
9.13	Transport to Court	8/31/07	2
9.14	Deleted =====		
9.15	Deleted =====		
9.16	Deleted =====		
9.17	Deleted =====		
9.18*	Informants	2/3/06	5
9.19*	Found, Lost or Abandoned Property	2/3/06	2
9.20*	Electronic Detection Equipment	2/3/06	3

Chapter 10 SPECIAL MANAGEMENT INMATES

#	Title	Date	Pages
10.1	Deleted =====		
10.2* 1 Att.*	Special Management Inmates	9/11/09	17 1
10.3*	Safekeepers and Contract Inmates	1/4/05	2
10.4	Deleted =====	8/15/01	

Chapter 11 FOOD SERVICES

#	Title	Date	Pages
11.1	Staff and Visitor Meals and Special Functions	9/20/05	2
11.2*	Nutritional Adequacy of Inmate Diet	9/5/08	3
11.3	Deleted =====	8/15/01	
11.4* 1 Att.	Alternative Dietary Patterns	9/5/08	3 1

Chapter 12 SANITATION AND HYGIENE

#	Title	Date	Pages
12.1	Deleted =====		

Chapter 13 MEDICAL AND HEALTH CARE SERVICES

#	Title	Date	Pages
13.1*	Pharmacy Policy and Formulary	9/11/09	1
13.2*	Health Maintenance Services	9/11/09	11
1 Att.*			3
13.3*	Medical Alert System	2/3/06	2
1 Att.			1
13.4	Health Program Audits	3/23/06	1
13.5*	Advance Healthcare Directives	5/26/05	4
1 Att			3
13.6*	Sex Offender Treatment Program	9/5/08	20
13.7*	Involuntary Psychotropic Medication Policy	2/3/06	6
13.8*	Substance Abuse Treatment Program	9/5/08	9
13.9*	Dental Services	2/3/06	3
13.10*	Serious Infectious Disease	2/3/06	8
13.11*	Do Not Resuscitate Order	9/20/05	4
13.12*	Suicide Intervention and Prevention Program	9/11/09	9

Chapter 14 INMATE RIGHTS

#	Title	Date	Pages
14.1*	Investigation of Missing Inmate Property	2/3/06	1
1 Att.			1
14.2*	Personal Hygiene Items	2/3/06	2
14.3*	Marriage of Inmates	2/3/06	4
14.4*	Legal Services Program	8/31/07	5
14.5*	Board of Claims	2/3/06	2
14.6*	Inmate Grievance Procedure	8/6/12	19
6 Atts.*			6
14.7*	Sexual Abuse/Assault Prevention and Intervention Program	3/9/07	5
2 Atts.			3

Chapter 15 INMATE RULES AND DISCIPLINE

#	Title	Date	Pages
15.1*	Hair, Grooming and ID Card Standards	1/3/11	2
15.2*	Rule Violations and Penalties	1/3/11	12
15.3*	Meritorious Good Time	2/3/06	7
15.4*	Program Credit	8/6/12	2
15.5*	Restoration of Forfeited Good Time	8/31/07	2
15.6*	Adjustment Procedures and Programs	2/3/06	13
1 Att.			1
15.7*	Inmate Account Restriction	1/3/11	4
1 Att.*			1

#	Title	Date	Pages
15.8*	Unauthorized Substance Abuse Testing	2/3/06	5

Chapter 16 COMMUNICATION, MAIL AND VISITING

#	Title	Date	Pages
16.1*	Inmate Visits	9/11/09	8
Att.1			1
16.2*	Inmate Correspondence	1/3/11	7
16.3*	Inmate Access to Telephones	1/3/11	2
16.4*	Inmate Packages	8/31/07	3

Chapter 17 RECEPTION AND ORIENTATION

#	Title	Date	Pages
17.1*	Inmate Personal Property	8/6/12	8
1 Att.*			7
17.2*	Assessment Center Operations	3/9/07	6
17.3*	Controlled Intake of Inmates	9/5/08	7
17.4*	Administrative Remedies: Sentence Calculations	6/2/06	2
2 Atts.			3

Chapter 18 CLASSIFICATION

#	Title	Date	Pages
18.1*	Classification of the Inmate	8/31/07	9
18.2*	Central Office Classification Committee	2/3/06	1
18.3	Deleted =====		
18.4	Deleted =====		
18.5*	Custody and Security Guidelines	8/6/12	4
18.6	Deleted =====		
18.7*	Transfers	8/31/07	8
18.8	Deleted =====	1994	
18.9*	Out-of-State Transfers	6/2/06	4
18.11*	Placement for Mental Health Treatment in KSR CPTU, KCIW PCU or KCPC	3/9/07	9
7 Atts.*			8
18.12*	Referral Procedure for Inmates Adjudicated Guilty but Mentally Ill	6/2/06	1
2 Atts.			2
18.13*	Population Categories	8/31/07	3
18.14	Special Recommendations for Parole or Release	12/22/06	1
18.15*	Protective Custody	3/9/07	3
18.16*	Information to the Parole Board	3/9/07	2
18.17*	Interstate Agreement on Detainers	8/31/07	5
18.18*	International Transfer of Inmates	8/31/07	2

Chapter 19 INMATE WORK PROGRAMS

#	Title	Date	Pages
19.1* 6 Atts.*	Governmental Services Program	8/31/07	6 10
19.2*	Sentence Credit for Work	5/24/04	3
19.3* 1 Att.	Inmate Wage/Time Credit Program	2/5/10	3 1

Chapter 20 ACADEMIC AND VOCATIONAL EDUCATION

#	Title	Date	Pages
20.1*	Educational Programs and Educational Good Time	9/11/09	6

Chapter 21 DELETED**Chapter 22 RECREATION AND INMATE ACTIVITIES**

#	Title	Date	Pages
22.1* 2 Atts.	Privilege Trips	2/3/06	2 2

Chapter 23 RELIGIOUS SERVICES

#	Title	Date	Pages
23.1*	Religious Programs	1/3/11	7

Chapter 24 SOCIAL SERVICES (None)**Chapter 25 RELEASE PREPARATION AND TEMPORARY RELEASE**

#	Title	Date	Pages
25.1*	Deleted=====	8/31/07	
25.2* 1 Att.	Public Official Notification of Release of an Inmate	2/3/06	2 3
25.3*	Pre-Release Program	3/9/07	2
25.4*	Institutional Inmate Furloughs	8/31/07	9
25.5	Deleted	2/3/06	
25.6*	Community Center Program	8/31/07	17
25.7	Deleted =====	8/15/01	
25.8*	Extended Furlough	5/26/05	6
25.9	Deleted =====	4/15/97	
25.10*	Administrative Release of Inmates	1/3/11	1
25.11*	Victim Services	2/5/10	3
25.12*	Home Incarceration and Monitoring of Inmates	8/6/12	8

Chapter 26 CITIZEN INVOLVEMENT AND VOLUNTEERS

#	Title	Date	Pages
26.1* 1 Att.	Citizen Involvement and Volunteer Services Program	1/4/05	5 1

Chapter 29 ReEntry Initiatives

#	Title	Date	Pages
29.1	Risk Needs Assessment	8/31/12	9
29.2	Case Planning	8/31/12	6
29.3	Risk and Needs Assessment Administration, Training and Quality Assurance	8/31/12	2